Minutes of the Trustee Board Meeting (Website)

Hymans Robertson Foundation Trustee Board

MS Teams Thursday 19 February 2026 1200-1400

Attendees

Gill Tait GT (Chair)
Marcella Boyle MB (CEO)
Paul Waters PW (Vice Chair)
Sarah Gilmour SG (Secretary)
Tracey Washbrooke TW (Treasurer)
Rachel Nixseaman RN
Lucy Steers LS
Peter Carver PC

Apologies

Abhishek Srivastav AS
Marjory Logie ML

Guests

Susan McIlvogue (SM) - HRLLP – new Trustee
Ida Rasmussen (IR) - HRF Assistant
Lorna King (LK) - HRLLP - HRF 10th Anniversary (agenda item 10)
Gillian Nugent (GN) - HRLLP - HRF Website update (item 10)
Peter Hennessey (PH) - HRLLP - HRF Resourcing Review and Next Steps (Item 11)
Katherine Crowson (KC) - HRLLP volunteer - KPI Dashboard (agenda item 12)

GOVERNANCE

1. Opening Remarks

- GT welcomed SM as a new trustee (subject to approval/agenda item 9) and IR (HRF Assistant).
- Board blog rotation agreed: RN to prepare and LS to review.
- Reminder to HRLLP trustees to record HRF volunteering time.
- All Trustees reminded to notify the Secretary of any updates to contact details – it is a regulatory requirement to advise Charity Commission and OSCR of any changes.

2. Declaration of Interests

- No new conflicts noted. Trustees were reminded to complete and return annual Declaration of Interest form (issued with November 2025 workshop meeting pack).

3. Approval of Minutes (Approval)

Previous minutes including the workshop actions note were reviewed and approved as a true and accurate record. No amendments or omissions noted.

4. Review of Actions from previous meeting (Approval)

All closed actions noted. Open items tabled for review at next Board meeting(s).

5. Risk Register (Noting)

MB updated the Board on ongoing improvements to the risk register.

6. CEO Update (Noting)

MB provided an update on recent HRF activity, noting progress across several workstreams including the successful launch of the Brummie Bursary (October 2025), follow-on engagement with West Midlands Combined Authority and Birmingham City Council (January 2026) and preparations for the HRF 10th anniversary plan.

7. H1 25/26 HRF Bursary (excluding Wee Bursary Glasgow) (Noting)

MB updated the Board on bursary funding, noting a focus on securing additional UK-wide and city-based funders to support sustainability

8. 2026/27 DRAFT longer term financial forecast (Discussion)

Quarterly forecast: TW provided an update on improvements to the HRF forecasting model, supported by skilled volunteers from the LLP Finance team. GT and PW noted the value of closer alignment with LLP business planning to support HRF forecasting.
Match funding: improvements are now in place (at LLP), and Liesa (LSe) will take on a larger role in the match funding process from May onwards.
Bank Account options: Progress on final decision on interest-bearing bank account is delayed pending completion of forecast upgrades.
Succession/contingency planning: TW and LSe are reviewing HRF Treasury roles/responsibilities and developing job profiles for future transitions and contingency planning.

Personally Identifiable Information (PII): PC noted that certain PII is not removed from HRF annual report and accounts prior to publication with Charity Commission and OSCR.

9. Board Skills Audit: Insights, Gaps and Recruitment Priorities (Approval)

Youth voice: SG advised the Board there had been no recent communications from RE, Young Ambassador coopted member, and confirmed this meeting is the last in their current term. Initial discussions have explored options for supporting youth voice, including a youth panel. Further work is tabled to the Insights and Impact Cttee agenda to develop a proposal, including resourcing implications and delivery approach. The Board agreed that youth voice should be prioritised in the board recruitment cycle.

External trustee recruitment: skills gaps identified in the Skills review will inform future recruitment priorities, including consideration of fundraising expertise; it's proposed that trustee recruitment process is simplified to ensure it remains proportionate. The Board agreed proposed timing for external trustee recruitment from April, allowing for progress on youth voice.

EM Appointment (Approval): the Board formally approved SM appointment as trustee, ensuring continued HRLLP Equity Member representation.

10. Marketing and Communications (Discussion)

Website migration: GN presented update on successful completion of migration of HRF website onto LLP multi-site platform.

11. HRF Resourcing Review and Next Steps (Discussion)

PW updated Board on discussions between HRF and LLP about HRF resource constraints/ available capacity and proposed a refresh of operating principles.

The Board agreed in principle to the proposed HRF resourcing and ways of working, as set out in the paper, including closer alignment with LLP activity where this supports HRF delivery.

12. KPI Dashboard Draft (Discussion)

KC presented the enhancements to bursary reporting which is now captured via Microsoft Forms for more consistent data capture. KC shared key metrics from April to September, and MB outlined plans to share learnings with grant managers and introduce the new dashboard in the next financial year.

13. Forward Plan (Noting)

14. Date of Next Meeting

Tuesday 9 April 1500-1700

15. AOB and Meeting Close

On behalf of the Board, PW thanked GT for her exceptional contribution as outgoing Chair. Trustees noted that, while Gill consistently emphasised the collective effort of the HRF, her personal commitment and leadership throughout her tenure has been outstanding and greatly appreciated by all.

Prepared by:

Sarah Gilmour, Secretary, The Hymans Robertson Foundation